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## Job details

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<b>Bulletin Number</b>	49679BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Animal Care and Control
<b>Position Title</b>	DEPARTMENTAL FINANCE MANAGER I
<b>Additional Title</b>	ONLINE FILING ONLY FOR THIS EXAMINATION, APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED
<b>Exam Number</b>	O1052C
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	01/28/2015
<b>Filing End Date</b>	02/02/2015
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$6,945.97
<b>Salary Maximum</b>	\$10,513.29
<b>Special Salary Information</b>	<b>Management Appraisal of Performance Plan (MAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
<b>Benefits Information</b>	<b>Non-Represented Employees</b> <ul style="list-style-type: none"><li>• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation &amp; Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules</li></ul>
<b>Position/Program Information</b>	Directs the Budget and Fiscal Services for the management of the financial resources of the Department of Animal Care and Control.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>- Plans, assigns, directs, and evaluates the work of sections or units involved in departmental financial management activities in the areas of budget, accounting, fiscal, financial analysis, financial reporting, and other financial management functions.</li><li>- Directs the planning, organization, and implementation of the department's annual budget to ensure compliance with Chief Executive Office budget directives and coordinates the preparation of department budget requests to the Chief Executive Office.</li><li>- Responsible for directing or monitoring the departmental accounting system including cost, fiscal, billing, revenue and trust accounts; analyzes and interprets accounting provisions and regulations and provides recommendations for their implementation and impact on department programs.</li><li>- Advises and consults with management concerning the department's budgetary status during the year and the impact on existing and proposed department operations and programs;</li></ul>

develops plans for internal reallocation of budget funds to meet changing department priorities.

- Functions as the financial advisor to department management concerning the accounting and financial implications of existing and projected department operations.

- Directs the preparation and submissions of a wide variety of internal financial reports for the department management and any required financial reports for outside departments or agencies.

- Develops short and long term financial plans and assists in the development of department strategic financial planning.

- Administers department internal controls through ongoing monitoring activities and conducts periodic audits to ensure compliance with departmental and county internal control policies and procedures.

- Analyzes Federal and State legislation affecting department revenue, collections, and budgets.

- Manages departmental support services such as central procurement, warehouse, space and facilities or other support services functions.

## Requirements

### **Selection Requirements:**

**OPTION 1:** Graduation from an accredited\* college or university with a Bachelor's degree or higher in Business or Public Administration, Management, Finance, Accounting, Economics -AND- Two (2) years of experience supervising administrative or clerical staff responsible for or assisting in the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, fiscal or auditing program at the level of Fiscal Officer I\*\*, Administrative Services Manager II\*\*, Program Specialist II, Auditor-Controller\*\* or higher.

**OPTION 2:** Four (4) years of experience supervising administrative or clerical staff responsible for or assisting in the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, fiscal or auditing program at the level of Fiscal Officer I\*\*, Administrative Services Manager II\*\*, Program Specialist II, Auditor-Controller\*\* or higher.

**Physical Class**

**Physical Class II** – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s) Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information**

\*In order to receive credit for any type of college degree, such as a Bachelor's degree or higher, you must include a legible copy of the official diploma, official transcripts, with your application **within 15 calendar days of filing.**

\*\* Experience at the level of the County of Los Angeles class of Fiscal Officer I is defined as: Directs the work of a moderate sized staff (20 or more) in the operation of a moderate to large scale complex accounting program through a subordinate accounting officer or accountant functioning at a responsible level and in the work of a group of related activities.

\*\* Experience at the level of the County of Los Angeles class of Administrative Services Manager II is defined as: Supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and makes recommendations on highly complex issues which directly impact departmental programs and administrative operations.

\*\* Experience at the level of the County of Los Angeles class of Program Specialist II, Auditor-Controller is defined as: Analyzes and makes recommendations for the solution of financial accounting problems in connection with County-wide financial systems.

**Experience performing duties outside of Applicant's official payroll title will be accepted for this examination; However verification of experience letters (VOEL) will not be required. All information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. Please note that all information included in the application materials is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification.**

In order to qualify under OPTION 1, you **MUST** include a legible photocopy of the degree or a copy of your official transcripts from an accredited\* institutions with your application at the time of filing or within 15 calendar days of filing.

**Accreditation Information**

**\*Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting

	<p>agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or <u>the Association of International Credential Evaluators, Inc. (AICE)</u>.</p>
<b>Examination Content</b>	<p>This examination will consist of an evaluation on the scope of education and experience based on application information weighted 100%.</p>
	<p>Candidates must achieve a passing score of 70% or higher on the weighted part of the examination in order to be placed on the eligible list.</p>
<b>Special Information</b>	<p>A fingerprint search will be required of candidates prior to appointment. Candidates who are found to be unsuitable for employment as a Departmental Finance Manager I will be removed from the certification list pursuant to Civil Service Rule 6.04.</p>
<b>Vacancy Information</b>	<p>The eligible list resulting from this examination will be used in the Budget and Fiscal Services of the Department of Animal Care and Control.</p>
<b>Eligibility Information</b>	<p>The names of candidates receiving a passing grade in the examination will be added on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
<b>Available Shift</b>	<p>Day</p>
<b>Application and Filing Information</b>	<p>Applicants are required to submit a standard Los Angeles County Employment Application <b>online only</b> to be considered for this examination. Paper applications cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.</p> <p><b>All applicants <u>MUST</u> complete the filing process ONLINE only (via electronic submission). Applications will not be accepted by mail, fax, or in person.</b></p> <p><b><u>Applicants who submitted their applications after the filing period will be rejected and will not be able to compete in the examination process.</u></b></p>

The acceptance of your application depends on whether you have clearly shown how your professional qualifications meet the areas indicated in the **SELECTION REQUIREMENTS** by the last day of filing.

Please fill out the application completely and correctly so that you will receive full credit for related education and/or experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

**APPLICANTS MAY UPLOAD ADDITIONAL DOCUMENTS (i.e. Resume, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING.**

**Note: If you are unable to attach required documents, you may fax them to (562) 422-3187, within fifteen (15) calendar days of filing. Please include exam number and exam title.**

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.**

**INSTRUCTIONS FOR FILING ONLINE:**

To apply for this examination click on the button above or below this bulletin that reads, "**APPLY TO JOB**" so you can apply online and track the status of your application and get notified of your progress by mail.

County of Los  
Angeles  
Information

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

**[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)**

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Luat Nguyen
<b>Department Contact Phone</b>	(562) 256-7102
<b>Department Contact Email</b>	LNguyen@animalcare.lacounty.gov
<b>ADA Coordinator Phone</b>	(562) 256-7101
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Alternate TTY Phone</b>	(800) 897-0077
<b>Job Field</b>	Finance and Accounting
<b>Job Type</b>	Professional

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